

23 FEB 1976

MEMORANDUM FOR: Chairman, Security Committee,  
United States Intelligence Board

SUBJECT : Use of Abbreviations for Dissemination  
Caveats on Microform

REFERENCE : DCID No. 1/ 7 dated 5 October 1975


1. Reference, recently revised, confirmed that only a limited number of caveats are to be used in the Intelligence Community for controlling the dissemination of foreign intelligence. In addition, this Directive permitted the abbreviation of these caveats for specific purposes, primarily bibliographical notations, communications, and automatic data processing. In allowing the use of such abbreviations, the Directive was specific in identifying what abbreviations were permissible.

2. Independent of the promulgation of reference Directive, microform users in this and other agencies have been experiencing difficulty in marking microfiche with eye-readable caveats and indicators, since the portion of each microfiche available for use for this purpose is limited. Because of the problem, abbreviated versions of classification markings and dissemination caveats are already in use. Included in these unauthorized abbreviations are micro abbreviations of the indicators spelled out in DCID No. 1/7.

3. It is understood that a working group of the Intelligence Information Handling Committee (IHC) is currently addressing this problem and is considering the authorization to use briefer abbreviations than those defined by reference. Since this will ultimately involve further modification of DCID No. 1/7 and in view of the fact that the recent revision of this Directive was developed in the Security Committee, it would appear desirable for this committee to take a role in addressing the instant problem.

4. Other problems associated with the recent revision of DCID No. 1/7 are already being addressed by the Security Committee. It is suggested that the microfiche abbreviation problem be included in the Security Committee's current efforts, but that it be done in coordination with the IHC. It is important that any abbreviation scheme developed to resolve the microfiche problem accent the need to insure protection to the materials involved.

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Alternate CIA Member  
USIB Security Committee